

## TELEPHONE AND UTILITY INVOICES

3690

(No. 43 May 1998)

- Sort invoices into groups for each fiscal year.
- Place invoices in groups by vendor name, then by remittance address. If Assignee Slip attached, use assignee name.
- Place in order by date, with oldest on top.
  - Sort each group of telephone invoices by FULL telephone number and each group of utility invoices by FULL account number.
- Run two group tapes, one from the original and one from the duplicate (for each group containing more than one invoice), of total amount payable to each vendor.
  - Staple one tape each to the lower right-hand corner of the first original and duplicate invoice of each group. Do not cover AO-225.
- Set aside any invoice or group that totals over \$1,500.00 for scheduling separately.
- Separate into groups of 12 or less, with 50 or less codings.
- Separate originals and duplicates being careful to retain order.
- Number each group on lower left-hand corner of first invoice of both original and duplicate.
- Punch holes in top of originals, duplicates and all attachments. Do not punch holes in information.
- Tie each, originals and duplicates, together with string, checking to see that each is caught. Include Remittance Advice Envelope (STD. 403), placed at back of originals, printed side down.
- Run tape on total amount payable as shown on group tapes, if attached, and single invoice on originals and attach to upper left corner of first original invoice. Do not make any corrections on this tape, rerun if needed.
- Run a second tape of the amounts payable shown on AO-225s attached to duplicate.
  - If split coded, pick up total of each coded amount.

- If more than 50 coded amounts, remove sufficient number to reduce to 50 or less and place in second schedule.
- Tie each, originals and duplicates, together with string, checking to see that each is caught. Include Remittance Advice Envelope (STD 403), placed at back of originals, printed side down.
- Run tape on total amount payable as shown on group tapes, if attached, and single invoice on originals and attach to upper left corner of first original invoice. Do not make any corrections on this tape, rerun if needed.
- Run a second tape of the amounts payable shown on AO-225s attached to duplicate.
  - If split coded, pick up total of each coded amount.
  - If more than 50 coded amounts, remove sufficient number to reduce to 50 or less and place in second schedule.
- When tapes are in balance, attach tape from original to the upper left-hand corner of the first invoice of originals and tape from AO-255s inside a legal sized folder at lower left-hand corner.
- Get a schedule number from Schedule Register. Complete Schedule Register as required.
- Write the schedule number on top of both tapes, bottom of first invoice of both originals and duplicates, and upper right-hand front corner and file edge of the folder.
  - Circle transaction count on tape attached to folder and initial.
- Place duplicates, with originals on top, inside folder, wrap with rubber band and forward to Data Entry.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

[\(see next section\)](#)

[\(see Table of Contents\)](#)